



CENTERVILLE CITY

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Incorporated in 1915

Mayor

Paul A. Cutler

City Council

Ken S. Averett

Tamilyn Fillmore

John T. Higginson

Stephanie Ivie

Lawrence Wright

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

**Thursday, February 6, 2014, 6:30 p.m.
Administrative Conference Room at City Hall
250 North Main, Centerville, UT**

Note: Please note the meeting is being held on Thursday and not Wednesday.

6:30 A. BUSINESS

1. Whitaker Community Garden
 - a. Report by Erin Redd on the 2013 Whitaker Community Gardens
 - b. Museum Board discussion and decisions for 2014 gardening season
2. Minutes Review and Acceptance – January 15, 2014 regular meeting and closed meeting minutes
3. Review and vote on the Whitaker Museum Building Use Policy
4. Review 2014 Budget and discuss changes and needs for the 2015 Whitaker Museum Budget – if time allows – Due to City Manager by middle of March
5. Whitaker Board member applicants
6. Miscellaneous Business
7. Closed meeting if necessary, as allowed by state law
8. Possible action following closed meeting, including appointments to committees and docents
9. Next Meeting

B. ADJOURN

**Marsha L. Morrow, MMC
Centerville City Recorder**



PRELIMINARY DRAFT

Minutes of the Centerville City Whitaker Museum Board meeting held Wednesday, January 15, 2014 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

PRESENT

Bridgett Lee
Spencer Packer, Chair
Bruce Powell
Nancy Smith

STAFF PRESENT

Larry Wright, City Council Liaison
Lisa Linn Sommer, Whitaker Museum Director
Connie Larson, Recording Secretary

CALENDAR 2014 YEAR

Lisa Linn Sommer distributed a calendar of events that are scheduled at the Museum for 2014.

May 17th: Mother's Day Tea - Museum grounds at 11:30 a.m.

July 3rd: Independence Day - Museum will be closed, but ice cream and root beer will be sold. Judy Gunn said she would check to see if the spinning guild might come.

October 24th & 25th: Cemetery Tour – Julie Barnson will research and lead the tours. There will be a charge for the tours, as it will be a fundraiser, not geared for children under the age of 12 years.

October 25th: Zombie Family Fun Run - City Hall at 8:00 a.m. This will also be a fundraiser.

October 30th: Haunting at the Whitaker - It will be the same night as the Pumpkin Walk from 7:00 p.m. - 8:30 p.m. No charge. Family friendly stories and hot drink for free.

December 2nd, 9th & 16th: Christmas at the Museum. This will be better advertised, and the Board agreed they would like to have pictures with Old Saint Nicholas.

August 2nd to October 25th: Whitaker Heritage Market. This will be an artisan market on the same day the Museum is open—August through October, 2:00 p.m. to 6:00 p.m. at the Museum. Lisa will obtain information from the County on the laws for proper handling and packaging of food for this event.

October 25th: Gleaning of the Garden. Picking of produce that remains from the growing season. No charge.

BOARD REPORTS

Nancy Smith reported the wagon was not covered before the snow came. She asked about the status of the toilet for the docents.

Chair Packer explained the pipe was too long. When Public Works was working on it, it created a pinhole leak. The part to fix the toilet is on Blaine Lutz's desk, and it will be installed tomorrow. Lisa Sommer reported a discreet place for the computer would be in the archive room. Larry Wright, City Council Liaison, asked that, in the future, a list of items that are not completed be given to him.

Chair Packer made a **motion** to appropriate the funds for Bridgett Lee to purchase a heater from COSTCO for the archive room at the Museum. Bridgett Lee seconded the motion, which was passed by unanimous vote (4-0).

Bruce Powell made a **motion** to approve the name of Lisa Linn Sommer to be able to approve reimbursement request forms for "Check Requests" and "invoice payments" for the Whitaker Museum up to \$500. If Lisa has a personal receipt that needs to be authorized, it will need to be approved by the Chair or Vice Chair of the Whitaker Museum Board. Bridgett Lee seconded the motion, which was passed by unanimous vote (4-0).

Nancy Smith reported that when Gary Evensen, Ornamental Iron Works, made the front replacement gate, there was a section left over. Mr. Evensen suggested making a small gate for the side walk from this section that was left over. Mr. Evensen said he would do this free of charge. Paul Thomas Smith will be sent an email message for his opinion on this issue.

Nancy Smith suggested that Lisa see if staff is willing to help with designing letter head for the Museum Board, taking the original video clips from the grand opening last March, and have them placed on the City website, contact the Museum volunteers and gather their biography to also put on the website.

Chair Packer said he will meet with Mayor Paul Cutler to give an update on the Board activities. The Board agreed that all of the Board members do not need to attend all of the activities at the Museum. One board member will be assigned to attend the functions.

Lisa Sommer reported on the nonprofit issue. The Board was requesting grants, but did not realize the Board was nonprofit and not technically qualified.

1 Lisa Linn Sommer reported she had a mother call her about an Eagle Scout project for her
2 son. Nancy Smith recommended a Plexiglas contribution box for donations. There has been \$490
3 donated the last three months. Bruce Powell will contact the Boy Scout for this project. Signs for
4 the garden could also be made for an Eagle Scout project. Chair Packer reported water is leaking
5 on the south wall where the piano room is located. Water drips off the wall and then "bleeds"
6 through the wall. The ground around the perimeter where the floor and soil level is located could
7 be excavated and the wall power washed for an Eagle Scout project. A subcontractor could then
8 come and apply the sealant. Continuation of the of brick pavers from the existing back wall to the
9 door would be another Eagle Scout project, and construction of a pole barn for the wagon and
10 handcart and other tools to be stored in the winter could also be an Eagle Scout project.

11 **GRANT IDEAS**

12
13 The Board discussed projects at the Museum that grants could be applied for. Chair Packer
14 suggested the following items for grants could be:

15
16 **Potential Hazard and Preservation Items**

17 Brick walkway on south and north side. (Labor source: Eagle Scout project, \$1,500).

18 Dormer on southeast side above bedroom window - (\$800).

19 Rain gutter system - (\$1,200).

20 Soffit and fascia on north side - (\$1,200).

21 Heat cable - (\$300).

22 Exterior stone sealing - (\$500).

23 Construction of pull barn to cover wagon - (\$3,000).

24 Exterior painting (\$3,800)

25
26 **MISCELLANEOUS BUSINESS**

27
28 Chair Packer made a **motion** to authorize the purchase of 50 DVDs on Thomas Whitaker
29 at a cost of \$4.00 each (\$200) to sell at the Museum. The money for this purchase will come out
30 of the donation of \$490, as mentioned earlier. Bruce Powell seconded the motion, which was
31 passed by unanimous vote (4-0).
32

33 Erin Redd will be coming to the February meeting to discuss the garden plots behind the
34 Museum. The Board must decide if Erin should provide the mulch as a service, and the Board
35 could be the funding vehicle on a short-term basis. This would be for a one time delivery of the
36 mulch. There was abuse of the irrigation watering rules last year, and three warnings were issued.
37 Watering laws must be clarified this year.
38

39 Lisa Linn Sommer is working with Jeannine Teel and Steve Thacker on reviewing the
40 Building Use Policy for the Museum. Spencer Packer recommends a nonrefundable reservation
41 fee for when groups want to use the Museum. This means a deposit there will be no refunds when
42 groups cancel.

PRELIMINARY DRAFT

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The Board discussed if Story Telling should continue to be held. Lisa Buckmiller has been directing this event, but it has not been well advertised or attended.

Lisa Romney, City Attorney, will be coming to the April meeting to discuss the City by-laws and regulations.

CLOSED MEETING IF NECESSARY, AS ALLOWED BY STATE LAW

At 8:15 p.m., Spencer Packer made a **motion** to go into a closed meeting to discuss the character and competency of an individual. Bridgett Lee seconded the motion, which was passed by unanimous vote (4-0). In attendance were: Chair Spencer Packer, Bridgett Lee, Bruce Powell, Nancy Smith, Lisa Linn Sommer, Larry Wright, and Connie Larson.

RETURN TO OPEN MEETING

At 8:20 p.m., the Board returned to the open meeting.

POSSIBLE ACTION FOLLOWING CLOSED MEETING

The Board discussed potential names for the Whitaker Museum Board. It was agreed that Diane Chamberlain will be asked for her input on certain details at the Museum. Spencer Packer was not in any hurry to completely fill all positions.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Wednesday, February 5, 2014 at 6:30 p.m. in the Administrative Conference Room at City Hall.

ADJOURN

At 8:45 p.m., Nancy Smith made a **motion** to adjourn the meeting. Bruce Powell seconded the motion, which was passed by unanimous vote (4-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary

PRELIMINARY DRAFT

(Not for public dissemination)

Minutes of the closed Whitaker Museum Board meeting held Wednesday, January 15, 2014 at 8:15 p.m. in the City Hall Administrative Conference Room, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Bridget Lee

Spencer Packer, Chair

Bruce Powell

Nancy Smith

STAFF PRESENT

Larry Wright, City Council Liaison

Connie Larson, Recording Secretary

DISCUSSION OF APPOINTMENTS TO COMMITTEES AND DOCENTS

Nancy Smith reported for Lisa Sommer that Diane Chamberlain would like to be on the Whitaker Museum Board. Diane is a Whitaker descendant and lives in Orem. She has a doctorate degree in physical education, and is retired from Brigham Young University. Since she is already up in Centerville on Tuesdays, is there any interest in changing the meeting to Tuesday evenings, as she must drive from Orem. Board members stated that changing the meeting to Tuesday is not an option. Bridget Lee recommended another person who might have interest in serving on the Board is Christy Best, who is employed by the LDS Church.

After discussion, the Board agreed to design a way to interact with these individuals and see if it is possible to use their expertise and knowledge at the Museum, even if they are not official Board members. If there are appointments to the Board, they can then be made later, if they are a good fit.

ADJOURN TO THE OPEN MEETING

At 8:20 p.m., Nancy Smith made a motion to return to the open meeting. Bridgett Lee seconded the motion, which was passed by unanimous vote (4-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary